



CYNTHIA D. BANKS  
Director

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## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

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*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

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April 14, 2009

Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL TO ALLOCATE FUNDS AND RECOMMEND CONTRACT AWARDS FOR  
THE ADULT PROTECTIVE SERVICES (APS) EMERGENCY SHELTER PROGRAM  
(ALL DISTRICTS) (3-VOTES)**

**SUBJECT**

Approval to allocate and execute contracts with 11 APS Shelters as a result of a Request for Statement of Qualifications (RFSQ). This program is a State-mandated program as required by the California Welfare and Institutions Code Section 15763. The shelter facilities are located throughout Los Angeles County and are licensed by the State to provide care and supervision to at-risk vulnerable elders and dependent adults.

**IT IS RECOMMENDED THAT THE BOARD**

1. Approve funding allocations in the amount of \$300,000 per year, which will be used for the service providers as indicated on Attachment I, effective July 1, 2009 through June 30, 2012.
2. Delegate authority to the Director of Community and Senior Services (CSS), or designee, to execute Master Agreements, substantially similar to the attached Master Agreement (Attachment II), with the 11 shelters indicated on Attachment I in the amounts indicated for the provision of APS Emergency Shelter program services effective July 1, 2009 through June 30, 2012, with an option to extend the Agreement for up to two 12-month periods, based upon Contractors' performance, funding availability, and community needs.

3. Delegate authority to the Director of CSS, or designee, to execute contract amendments to increase or decrease original contract amounts, based on contractors' performance and availability of funding, provided that: a) approvals of County Counsel and the Chief Executive Office (CEO) are obtained prior to any such amendment; and b) the Director of CSS, or designee, confirms in writing to the Board of Supervisors and the CEO within 30 days after execution that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.
4. Delegate authority to the Director of CSS, or designee, to approve future allocations from the State Community Services Block Grant funding provided by the Department of Public Social Services (DPSS) through intra-fund transfers, based on availability of funds for up to two 12-month periods.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will enable CSS to continue operation of the APS Emergency Shelter program. This program is a State-mandated program as required by the California Welfare and Institutions Code Section 15763. The shelter facilities are located throughout Los Angeles County and are licensed by the State to provide care and supervision to at-risk vulnerable elders and dependent adults.

#### **Performance Measures**

The performance evaluation is aligned with the County's *Performance Counts!* Initiative. The standard of performance measurement for program effectiveness is indicated by clients achieving the following positive outcome:

- Elimination of immediate risk/danger to client while receiving shelter services.

The department will assess the agencies' performance through its analysis of program reports produced by the APS Planning Unit.

#### **Implementation of Strategic Plan Goals**

The recommended actions support the Countywide Strategic Plan Goal #1: Operational Effectiveness.

### **FISCAL IMPACT/FINANCING**

The APS Emergency Shelter Program is fully financed by the State's Adult Protective Services and Community Services Block Grant funding, which is provided by DPSS through intra-fund transfers. There is no impact to the County general fund.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

There is a Memorandum of Understanding (MOU) between CSS and DPSS to provide APS Emergency Shelter Services to APS clients. To do this, CSS contracts with Residential Care Facilities. The clients placed in these facilities are abused or neglected elders and physically or mentally disabled adults who need to be moved from their homes (or location) to a safe environment until their problems can be resolved. Services include providing an individual bed and all necessary meals and medications as needed, transportation to the APS shelter for admission, any or all hospital/doctors' office visits for medical assessments, emergency clothing and other emergency services authorized by the APS Social Worker. About 10-11 clients are placed monthly for an average of 11 days per month. The number of clients who received services through this program for FY 2007-08 was 154.

The current contracts are scheduled to expire on June 30, 2009. CSS released an Request for Statement of Qualifications (RFSQ) on December 31, 2008 to solicit applicant agencies to provide APS shelter services for a three-year funding cycle for the period July 1, 2009 through June 30, 2012.

### **CONTRACTING PROCESS**

The current contracts are scheduled to expire on June 30, 2009. On December 31, 2008, CSS released a RFSQ soliciting applicant agencies to provide Adult Protective shelter-based services for three years effective July 1, 2009 through June 30, 2012 with an option to renew for two 12-month periods subject to agencies' performance, availability of funds, and community needs.

A total of 11 shelters submitted Statement of Qualifications (SOQs) in response to the RFSQ. All 11 of these agencies listed in Attachment I were successful in the RFSQ process and are being recommended for funding.

Although there are no contractors in the First District, this does not limit the level of services provided to that District. This is because APS Social Workers are able to transport their clients to any APS shelter in the County that can accommodate the clients' needs.

**Monitoring**

CSS will ensure that all approved contractors are monitored relative to contract compliance and administrative, programmatic and fiscal requirements. The APS agreement is a performance-based, cost-reimbursement master agreement and all service providers are required to submit costs associated with completion of tasks in the statement of work. All providers will be monitored for programmatic compliance through the CSS Contract Compliance Division.

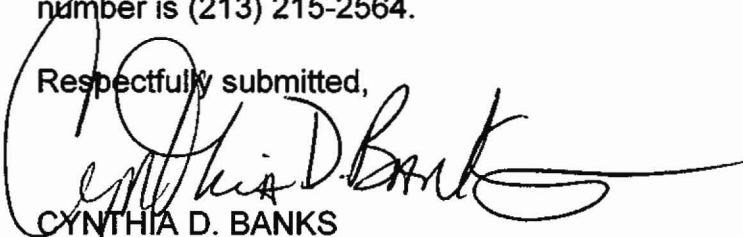
**IMPACT ON CURRENT SERVICES**

Continuation of the APS Shelter services will allow agencies to provide care and supervision to at-risk, vulnerable seniors and dependent adults.

**CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to Ms. Carol Domingo, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA 90020. If you need to contact Ms. Domingo, her number is (213) 215-2564.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cynthia D. Banks", with a long horizontal flourish extending to the right.

CYNTHIA D. BANKS

Director

**Attachments**

c: Raymond G. Fortner, Jr., County Counsel  
Sachi A. Hamai, Executive Officer  
Wendy Watanabe, Auditor Controller

**ADULT PROTECTIVE SERVICES (APS) EMERGENCY SHELTERS  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
FUNDING RECOMMENDATIONS**

No.	Agencies	Sup District	Amount Recommended
1	MANOR HOUSE	2	\$35,000
2	CRISP ADULT RESIDENTIAL FACILITY #2	2	\$20,000
3	CRISP RESIDENTIAL FACILITY (INGLEWOOD)	2	\$20,000
4	CRISP RESIDENTIAL (LOS ANGELES)	2	\$20,000
5	BEL AIR GUEST HOME	3	\$20,000
6	WESTERN FERNDALE BOARD CARE HOME	3	\$20,000
7	PALOS VERDES VILLA RETIREMENT HOME	4	\$30,000
8	REGENT VILLA RETIREMENT HOME	4	\$40,000
9	COUNTRY VIEW RETIREMENT HOME	5	\$40,000
10	MANOR HOUSE OF ANTELOPE VALLEY	5	\$20,000
11	NORTHLAKE VILLAS	5	\$35,000
		<b>Total</b>	<b>\$300,000</b>